



DEPARTMENT OF THE ARMY
ROCK ISLAND DISTRICT, CORPS OF ENGINEERS
CLOCK TOWER BUILDING - P.O. BOX 2004
ROCK ISLAND, ILLINOIS 61204-2004

CEMVR Policy
Statement #018

CEMVR-EE (690-700f)

09 July 1997

MEMORANDUM FOR Rock Island District Employees

SUBJECT: How to File an Equal Employment Opportunity (EEO) Complaint

1. Employees or applicants for employment who feel they have been discriminated against on grounds of RACE, COLOR, RELIGION, SEX (includes SEXUAL HARASSMENT), NATIONAL ORIGIN, AGE, OR PHYSICAL OR MENTAL HANDICAP, may file a complaint of discrimination. The procedures described below should be used.
2. Effective 1 October 1992, you must contact the EEO Officer or an EEO counselor within 45 CALENDAR DAYS of the matter giving rise to the complaint. An employee may, if he/she so desires, bring the matter to his/her supervisor's attention prior to contacting an EEO counselor. Pictures of EEO counselors including names, phone numbers and location appear on or near all official bulletin boards. If further information is needed, contact the EEO office, telephone 309/794-5324 or 309/794-5422, or consult Appendix A of CEMVR regulation 690-1-22, Equal Employment Opportunity. The EEO counselor has 30 days to attempt an INFORMAL RESOLUTION of the matter.
3. If the final counseling interview is not completed within 30 CALENDAR DAYS, the EEO counselor MUST, no later than the 30th day, give NOTICE OF FINAL INTERVIEW, unless the complainant has requested in writing, that counseling continue, not to exceed an additional 60 days.
4. A FORMAL COMPLAINT MUST BE SUBMITTED IN WRITING, delivered or postmarked no later than 15 days from the date the Notice of Final Interview was received. The complaint should be submitted on DA Form 2590-R, which can be obtained from the EEO office, by the complainant or his/her representative and must be signed by the complainant. The complaint must be delivered in person or submitted by mail to one of the following:

Secretary of the Army
Washington, D.C. 20310

Director of Equal Employment Opportunity
ATTN: SFMR-RBE-Room 222
Crystal Mall W4
1941 Jefferson Davis Highway
Arlington, VA 24220-4508

CEMVR-EE (690-700f)

SUBJECT: How to File an Equal Employment Opportunity (EEO) Complaint

Colonel James V. Mudd
Commander
U.S. Army Engineer District, Rock Island
Clock Tower Building
P.O. Box 2004
Rock Island, IL 61204-2004

Ms. Elizabeth S. Robinson
Equal Employment Opportunity Officer
U.S. Army Engineer District, Rock Island
Clock Tower Building
P.O. Box 2004
Rock Island, IL 61204-2004

//s//

JAMES V. MUDD
Colonel, EN
Commanding

POST ON BULLETIN BOARD UNTIL SUPERSEDED